



To: Mayor and City Council

From: Dylan Mulfinger

Subject: Administrator's Council Agenda Memo

Date: 4/13/2020

Consent Agenda

2. Consideration of a motion approving the March 23, 2020 Council Minutes
3. Consideration of a motion approving minutes from the March 18, 2020 Special Council Meeting
4. Consideration of a motion approving a Class 'C' Liquor, Outdoor Service and Sunday Sales Renewal for Leo's Italian Restaurant
5. Consideration of a motion approving a Class 'E' Liquor and Sunday Sales renewal for Pirillo Beverage
6. Consideration of a motion approving a Class 'E' Liquor, Class 'C' Beer and Sunday Sales renewal for Casey's General Store #2682
7. Consideration of a motion approving a Class 'B' Beer Permit for Pizza Hut #4340
8. Consideration of a motion approving Pay Request No. 16 in the amount of 10,737.81 from Portzen Construction for work completed on Disinfection and 42 Well Improvements Project
 1. Work on the 42 Well is warpping up with the next agenda items to come being the closure of the project. The City Administrator recommends approving the payment.
9. Consideration of a motion approving Pay Request No. 4 to Heartland Asphalt in the amount of \$28,993.60 for work completed on Paving Connector Taxiway to Runway 13 End Project
 1. All that is left for this project is seeding. The City Administrator recommend approving this payment.
10. Consideration of a motion approving Pay Request to Kirvan Enterprises in the amount of \$25,550.00 for work completed on CDBG Owner Occupied Housing Project

Resolutions

11. Consideration of a Resolution Approving Temporary Closures in an Effort to Prevent the Spread of COVID-19
 1. The city has closed down several facilities to ensure that the spread of COVID-19 pandemic is limited. These closures have helped reduce the amount of public spaces open and ensured that city staff are save. The City Administrator recommends approving the resolution.
12. Consideration of a Resolution Adopting a Temporary Limited Staffing Policy due to COVID-19
 1. This policy allows for departments to limit the amount of staff in their departments. The city has been working on allowing employees to work from home to limit the spread of COVID-19. Any employee that is not at work is working from home at this time. Should the pandemic become



widespread, the limited staffing polices allows the administrator to limit employees at work to ensure that essential services are still provided. The City must continue to provide public safety, water, and wastewater services. The City Administrator recommends approving this resolution.

13. Consideration of a Resolution Adopting a Temporary Work from Home Policy due to COVID-19
 1. The City has set up some employees with the ability to work from home to limit social interaction and the spread of COVID-19. The work from home policy sets out requirements and expectations for employees working from home. Working from home has been a useful tool for employees during the pandemic and helps limit social interactions in city facilities. The City Administrator recommends approving this resolution.
14. Consideration of a Resolution Adopting a Temporary Employee Leave Policy Due to COVID-19
 1. The city must follow the new policies put in place by the federal government. It is my recommendation to provide additional leave to employees during this pandemic. I recommend adding 80 hours on top of the new FMLA leave stated below. This will provide comfort to employees during this pandemic and assure them that the city understands the severity of the current situation. This benefit will only be used during this pandemic. This will also ensure that employees do not exhaust all of their leave time as the foreseeable future will be difficult to navigate after the pandemic.
 - a. Employee Time
 - i. Eligible full-time employees are entitled to two weeks (80 hours) of fully paid time off to self-quarantine, seek a diagnosis or preventive care, or receive treatment for COVID-19. After this leave, employees would use leave in this order; sick, compensatory time, personal days, vacation. Regular FMLA may run concurrently with other forms of leave.
 - b. Employee Family Time
 - i. Eligible full-time employees are entitled to two weeks (80 hours) paid time off at two-thirds of their regular pay to care for a family member or to care for a child whose school has closed, or if their child care provider is unavailable due to COVID-19. After this leave, employees would use leave in this order; emergency sick, compensatory time, personal days, vacation. Regular FMLA may run concurrently with other forms of leave.
 - c. Employee Childcare
 - i. Eligible full-time employees and part-time employees are entitled to 12 weeks of job-protected leave to take



care for their children in the event of a school closure or their childcare provider is unavailable due to COVID-19.

- ii. The 12 weeks of job-protected leave include two weeks of unpaid leave, followed by 10 weeks of paid leave. Eligible employees may elect or be required to overlap the initial two weeks of unpaid leave with two weeks of other paid leave they have available. Eligible employees will receive a benefit from their employers that will be no less than two-thirds of the employee's usual pay. After this leave, employees would use leave in this order; emergency sick, compensatory time, personal days, vacation. Regular FMLA may run concurrently with other forms of leave.

2. The City Administrator recommends approving this Resolution.

15. Consideration of a Resolution Temporarily Suspending Fees and Modifying City Procedures for Utility Bill Payments

1. The city has not shutoff water that was scheduled to be shutoff in March. The Governor has directed utilities to leave their services on during this pandemic. Council will have the option to make temporary changes to the utility bill.
 - a. No fees for late payments
 - b. No fees for shut offs (door tags)
 - i. The city normally charges \$50 for a door tag, we charge \$25 for the shutoff and \$25 for the turn on
 - c. No fees for paying online
 - i. The city would absorb this fee until the end of the pandemic

2. The City Administrator recommends approving this resolution.

16. Consideration of a Resolution assigning a 2002 agreement with D & W Railroad and the City of Oelwein to Iowa Northern Railway Company

1. The D&W railroad sold their lines to Iowa Northern. The city had an agreement on the viaduct with D&W. This agreement transfers to Iowa Northern. The City is now visiting with Iowa Northern and Transco on the future of the viaduct. The City is required by contract to sign this agreement. The City Administrator reached out to Iowa Northern as instructed by City Council. Iowa Northern advised that they could not help the city with any crossing until the agreement was signed. While the agreement is not good for the city, the City Administrator recommends approving the resolution.

17. Consideration of a Preliminary Resolution pursuant to Section 384.42 of the Iowa Code covering the Wings East Pavements Improvements

1. This resolution spells out the project being completed by the city and that the city will be using Fox Engineering. The city will also be going



forward with assessments. The City Administrator recommends approving the resolution.

18. Consideration of a Resolution Approving and Adopting Preliminary Plans and Specifications, Estimate of Cost and Plat and Schedule re: Wings East Pavement Improvements
 1. This resolution states that the city is moving forward with the plans provided by the engineer and the project proposed by FOX. The City Administrator recommends approving this resolution.
19. Consideration of a motion approving Introduction of Proposed Resolution of Necessity and setting date for hearing and directing publication and mailing of the Notice to Property Owners - Wings East Pavement Improvements
 1. This public hearing is required for street assessments. The City Administrator recommends setting the public hearing.
20. Consideration of a Resolution setting date for public hearing on 2020 amendment to urban renewal plan for Industrial Park Urban Renewal Area
 1. The city must amend their urban renewal to offer new incentives for projects occurring near the industrial park. The City Administrator recommends setting a public hearing.
21. Consideration of a Resolution to fix a date of meeting at which it is proposed to hold a hearing on Development Agreements with BR Development, LLC
 1. The city worked with BR Development on an incentive package for two parcels near the industrial park. The city has had discussions at work sessions concerning the type of incentives and the amount of incentives. The City Administrator recommends setting the public hearing to proceed with development agreements.
22. Consideration of a Resolution Establishing Funding for a COVID-19 Emergency Fund Using the Downtown Tax Increment Financing District
 1. The program would go as emergency grants to help downtown businesses survive the pandemic. This money would not go toward the Oelwein Downtown Improvement Program that helps business make necessary building repairs, expansions, and potential startup funds. This idea comes as other communities in Iowa (Carroll, Mt. Vernon) have diverted local options sales tax back to businesses. While this program will help businesses, the federal government has also rolled out several programs for small business:
 - Paycheck Protection Program
 - Employee retention credit
 - Delay of payment of employer payroll taxes
 - Emergency EIDL Grants
 - Small Business Debt Relief



Council can decide if they want to roll out this program immediately or wait for the federal programs to get moving. If this does not go through, the funds will go back to the Oelwein Downtown Improvement Program. I would recommend this program as it could potentially save some of our local businesses. If council wants to expand to a larger relief program, the \$100,000 allocated toward city hall improvements (former Donaldson building sale) could be used as that project is not moving forward with City Hall being shut down and the future of the project being in question. The City Administrator recommends approving this resolution.

Motions

23. Consideration of a motion to set Bid Opening date for Tuesday, May 5, 2020 at 2:00 P.M. for West Water Tower Repainting Project
 1. This may be held electronically should restrictions be still in place.
24. Consideration of a motion to set Public Hearing for 6:00 P.M. on May 11, 2020 to Consider Plans, Specifications, Contract Documents and Estimate of Cost for West Water Tower Repainting Project
 1. The city is required to hold a public hearing on this project. The City Administrator recommends setting a public hearing.
25. Consideration of a motion to Award Contract for Construction on May 11, 2020 following Public Hearing re: West Water Tower Repainting Project
 1. The city may or may not get a competitive bid depending on where the market sits. Some contractors are eager for work, and some have plenty of work that is currently backed up due to the pandemic. This project has a chance to be completed fall of 202 or Spring of 2021. Council will determine to award or not award in May. The City Administrator recommends approving the date.
26. Consideration of a motion entering into an agreement for LED upgrades at the Library and Aquatic Center with Lime Energy
 1. The City has an opportunity to install new LED lights at the pool and the library at no cost to the city. The city will pay for the lights using the energy savings. The library and pool need an LED upgrade. The lights are services for 7 years after installation. The library board has approved this improvement. The City Administrator recommends approving this project.
27. Consideration of a motion to accept low bid from Tree Tender Transplanting Service in an amount not to exceed \$11,220 for tree transplanting



1. Joshua Johnson has been working on moving out the cemetery trees to ensure they find a good home. The trees were not affected by the tornado. The parks plans to move half this spring and half in the fall. The City Administrator recommends approving the low bid.
28. Consideration of a motion authorizing the expenditure of \$6,455.00 for Phone - Dispatch Upgrades
1. An information letter is provided by Chief Logan. This is an unbudgeted item, but money for city hall improvements will not be spent this year, so this purchase can use part of that allocation. This will not require the city to dip into reserves. The City Administrator recommends the expenditure.